

**JOINT COMMISSION ON SHARED SERVICES INITIATIVES**  
**Minutes – November 25, 2014**

*The mission of the Joint Commission on Shared Services Initiatives is to provide visionary leadership in delivery of collaborative public services. We will accomplish this by identifying opportunities and challenges, engaging the multiple constituencies, and developing strategies to support collaboration in areas of common interest among the governmental bodies.*

**COMMITTEE:** Joint Commission on Shared Services Initiatives

**DATE:** November 25, 2014    **TIME:** 7:30 a.m.    **LOCATION:** North Conference Room, City Hall

**COMMITTEE CHAIR:** Dave Duax

**RECORDER:** Linda DesForge

**Commission Members Present:**

City Council: Dave Duax, Kerry Kincaid, Eric Larsen

County Board: Colleen Bates, Gregg Moore, Gerald Wilkie

School Board: Kathryn Duax, Chris Hambuch-Boyle, Chue Xiong

Staff Present: Tom McCarty, Russell Van Gompel, John LeBrun, Dave Hayden, Angie Harmon, Linda DesForge

Others Present: Chip Eckardt (Chief Information Officer, UWEC), Dick Purves (Executive Director, CVCTV)

**AGENDA ITEM #1:        Call to Order.**

Commission Chair Dave Duax called the meeting to order at 7:34a.m.

**AGENDA ITEM #2:        Approval of minutes of the Joint Commission on Shared Services Initiatives meeting of September 18, 2014.**

**ACTION:** Jerry Wilkie made a motion to approve the minutes as presented. The motion was seconded by Chue Xiong. Motion carried.

**AGENDA ITEM #3:        Discussion of shared video project.**

John LeBrun made a presentation to the Commission regarding sharing of video projects within the community for public meetings, community events, concerts, etc. Meetings could take place at one central location. The presentation outlined the following key information.

Shared Resources:

- Copyright
- Technical staff
- Equipment
- Administration
- Facilities

Capital Expenses:

- Video equipment
- Facility

Operation Expenses:

- Staffing (would be a great work study for university and high school students)
- Utilities
- Payroll
- Copyright
- Supplies

Revenues:

- Duplication sales
- Added value of facility leases
- Contracted services

Organizational Structure:

- CVCTV – Executive Producer (would act as manager)  
Manage shared resources, equipment, schedule, staffing, copyright management, and budgeting
- Governed similar to CINC

What's next?

- Identify partners
- Develop business plan
- Seek financial support
- Implement

John LeBrun asked the Commission's assistance in including technology in the Confluence Project's plan, although he cautioned the Commission not to get stuck on which facility to use. It would be best to move ahead with the project and take advantage of this great opportunity.

It was the consensus of the Commission to add a bullet under the "Share Administrative Functions" project for "IT Upgrade".

**AGENDA ITEM #4: Review of TEEX-Provided Elected Officials Emergency Management Training.**

Handout: Crisis Leadership & Decision Making for Elected Officials

Tom McCarty briefly discussed that TEEX provided an All Hazards Preparedness training to elected officials this past February 2014. He wondered if the Commission would like TEEX to present a training on an annual basis. (The handout provides information that TEEX has on a shorter four-hour course.)

The Commission members discussed the frequency of the trainings. It was the general consensus of the group that there are two audiences for this type of training, 1) all elected officials that need to have awareness of what happens during an emergency response and 2) the chair/vice chair, president/vice president, etc. that would have more involvement and possible spokesperson role.

It was decided that the training for all elected officials could be held every two years, with the next training to be held in February 2016. It was also suggested to set up a meeting for our local Emergency Management Director and the team to meet with the "senior" officer of each entity to discuss their leadership role in the event of an emergency in our area.

**AGENDA ITEM #5: Discussion of the updated Joint Commission on Shared Services Dashboard for current projects.**

Tom McCarty summarized the updated dashboard, explaining that it has remained stable since September.

The Joint Health Care group is still looking at long-term possibilities. The consulting firm is working on analyzing data on health care usage. The group continues to explore options for wellness programs and onsite clinics. This will be an ongoing issue and a continuing item.

A draft charter for the “Combine IT Technology Functions” project is yet to be developed, but the CINC partners continue working together to meet the needs of the community.

**AGENDA ITEM #6: Discussion and report from the three administrators on various needs.**

Russ Van Gompel referenced the “Shared Administrative Functions and Space” Charter that the Commission members received by e-mail. He informed the Commission that the changes discussed at the last meeting have been reflected.

Dave Duax mentioned that, while he was at the National League of Cities Conference, he talked with Mike Lyner, from RSPi\_SPACE, a firm that specializes in strategic facility planning. They are located in Minneapolis and are available to do presentations.

Action was taken at the last meeting to approve the draft charter as amended and to hire a consultant to work on this project

It was mentioned that Tom McCarty, Russ Van Gompel and MaryAnn Hardebeck meet on a regular basis to discuss issues. They are also working with the Health Director on shared formalized relationships.

**AGENDA ITEM #7: Discussion of future agenda items and future meeting dates.**

- Overview of School District, Eau Claire County, and City of Eau Claire funding

The Commission decided to meet on Thursday, January 29, at 7:30 a.m. at the County Courthouse.

**AGENDA ITEM #8: Adjournment.**

**ACTION:** Colleen Bates made a motion to adjourn the meeting at 9:17 a.m. The motion passed by unanimous consent.

<b>FUTURE MEETING DATES:</b>	<b>TIME:</b>	<b>LOCATION:</b>
Thursday, January 29 *	7:30 a.m.	County Courthouse

\* Note: The January 29<sup>th</sup> meeting was canceled due to lack of quorum.